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Flying Operations

DOVER SHORT DROP ZONE PROCEDURES



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OPR: 436 OSS/OSK
(TSgt Bradford R. Johnson)

Certified by: 436 OSS/OSK
(Lt Col Dean W. Flanders)

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This instruction implements AFD 11-4, *Aviation Services*. It is for all personnel flying an airdrop mission to Dover Short Drop Zone and supporting units as tasked in this document. Additional guidance on the responsibilities and functions of this drop zone is provided by the AMC Dover Short Drop Zone survey (AF Form 3823, **DROP ZONE SURVEY**) and 436 OSS/OSK (Weapons and Tactics Flight).

1. Scheduling.

- 1.1. Dover Short Drop Zone (DZ) will be scheduled by 436 OSS/OSK through 436 OSS/OSO (Current Operations Flight) at the monthly soft - Wing Operations Plan (WOP) meeting. All DZ use requests will be submitted to OSK with 45 days advance notice. The DZ schedule will be published in the monthly (WOP).
- 1.2. Short-notice requests will be approved on a case-by-case basis by OSK and require at least one day lead-time for coordination.
- 1.3. Simulated Airdrop Training Bundles [SATB (15 lb sand bags with 68" pilot parachutes)] and personnel are the only authorized loads airdropped on Dover Short DZ.
- 1.4. Drop Zone Controllers (DZC) will be trained IAW AFI 13-217 and scheduled by the flying squadrons when Dover Short DZ is in use. Aircraft Commanders are responsible for scheduling the DZC.

2. Coordination And Operating Procedures For Dover Short Drop Zone.

- 2.1. 436 OSS/OSK (Tactics Flight).
 - 2.1.1. OSK is the primary POC for all utilization of Dover Short Drop Zone.
 - 2.1.1.1. OSK will coordinate with all required agencies for both WOP scheduled and short

notice DZ use.

2.1.1.1.1. Minimum notifications include CP, OSO, MDG, OSA, OGS, SE, and both flying squadrons.

2.1.1.2. OSK will maintain contact with MDG, CP, OSA, and OSO for “real world” scheduling conflicts.

2.1.2. OSK will be responsible for administration and qualification of DZCs.

2.1.2.1. Procure DZC classes to qualify candidates and final approval authority concerning DZC certification.

2.1.2.2. Provide all necessary equipment and directives needed to operate Dover Short DZ.

2.2. 436 OSS/OSO (Current Operations Flight).

2.2.1. OSO will publish the scheduled airdrop and SOLL II sorties.

2.2.2. OSO will refer any questions or DZ scheduling conflicts to OSK.

2.2.3. Maintain contact with maintenance and command post for scheduling conflicts.

2.3. Flying Squadrons (3 AS/9 AS).

2.3.1. Squadrons that cannot fly scheduled airdrop missions will immediately notify OSK and OSO.

2.3.2. Submit written training requests for Dover Short DZ to OSK at least 45 days prior to requested date.

2.3.2.1. Short-notice use can be granted by OSK with proper coordination.

2.3.3. Flying squadrons will provide a list of DZC candidates to OSK for qualification classes.

2.3.3.1. Schedule qualified DZCs for Dover Short DZ as needed for airdrop missions.

2.4. 436 OSS/OSA (Airfield Operations Flight: Tower, RAPCON, Base Ops).

2.4.1. Sequence traffic with established priorities: 1) departing mission traffic, 2) mission arrivals, 3) airdrop flights from initial point (IP) [a geographical point located on the inbound course] to DZ and landing recovery, 4) transient aircraft (military aircraft flying proficiency flights including Dover locals), and 5) all other traffic.

2.4.1.1. ATC may sequence traffic in front of the airdrop missions using standard FAA procedures. Tower will allow only restricted low approaches until confirming the SATB(s) or personnel are accounted for and clear of runways. After SATB(s)/personnel are dropped, the DZC will advise Tower that the SATB(s)/ personnel is/are clear of the runway. Once the SATB(s)/ personnel are confirmed clear of the runway, tower may resume normal airfield operations. DZCs will inform tower when the last personnel drop is complete and all personnel are clear of the runway. Once all personnel are confirmed clear of the runway, tower may resume normal airfield operations.

2.4.2. The control tower may restrict the airdrop mission if the tower observes an unsafe condition. The Tower will use phraseology: “NO DROP, NO DROP, NO DROP.” The Aircraft Commander will acknowledge “no drop” advisement.

2.4.3. RAPCON will hand off the discrete frequency to tower when the airdrop mission reaches the IP or requests clearance into Dover's Class D airspace. The tower will return the discrete frequency to RAPCON if the airdrop mission departs the Class D airspace unless the airdrop mission proceeds to initial.

2.5. 436 AW/CP (Command Post).

2.5.1. When notified by DZC of Dover Short DZ use, notify Security Forces and Maintenance.

2.6. 436th Security Forces Squadron (436 SFS).

2.6.1. DZCs will maintain vigilance for unauthorized vehicles and/or personnel entering the area surrounding Dover Short DZ. If necessary, and manpower permitting, DZCs will request assistance to keep unauthorized traffic from entering the DZ area.

2.7. 436 MDG:

2.7.1. Medical support is required for all personnel airdrop operations.

2.7.2. Request for medical support should be made 48 hours in advance.

2.7.2.1. Make all requests by contacting the Ambulance Response Team (ART) at extension 2604. The ART will notify the flight surgeon on call.

2.7.3. Medical Coverage will consist of the following personnel:

2.7.3.1. One ambulance with driver (who may be one of the two Emergency Medical Technicians noted in [2.7.3.2.](#)).

2.7.3.2. Two Emergency Medical Technicians.

2.7.3.3. One flight surgeon.

2.7.4. Medical equipment requirements are specified in AFI 11-410, paragraph 10.3.3.2.

2.7.5. The 436th Medical Group can support a maximum of 20 jumpers.

2.7.6. Medical coverage will be on station 20 minutes prior to the first drop and will depart the area when all jumpers have landed safely.

2.7.7. The medical coverage team must have communication with the DZC.

2.7.7.1. The DZC will provide the medical coverage team with a hand held brick radio to maintain communications.

2.7.7.2. The medical coverage team will return the radio to the DZC before departing the area.

3. Drop Zone Controller (DZC) Duties.

3.1. DZC duties will be IAW published drop zone regulations and procedures (including AFI 13-217, AFI 11-231, and AFI 11-2C-5V3).

3.2. Report to OSK the duty day prior to scheduled duties at Dover Short DZ for a safety/tactics briefing.

3.2.1. Obtain and sign-out a drop zone equipment kit including radio gear, markers, signs and DZ procedures book (DZ Kit).

- 3.2.2. DZCs should contact Base Operations and reserve the “launch control vehicle” for use as the DZ Vehicle.
- 3.2.3. DZCs should sign out two hand held brick radios from Base Operations to maintain communications with the medical support team.
- 3.3. Notify Command Post prior to driving to the DZ area.
 - 3.3.1. Use Base Operation’s “launch control vehicle” when available.
 - 3.3.2. If a POV is used, obtain “flight line POV pass” from base ops.
- 3.4. DZCs will attend the formal crew briefings on the day of the mission.
 - 3.4.1. DZCs will be available to the crews for safety and execution briefs involving Dover Short DZ.
- 3.5. Open the DZ no later than 60 minutes prior to first scheduled TOT. DZC will contact tower and inform them of Dover Short DZ operation on 294.7 or coordinated DZ frequency.
 - 3.5.1. Conduct an area check of the DZ boundaries for unauthorized personnel.
 - 3.5.2. Install the “DO NOT ENTER” signs blocking all access to the DZ.
 - 3.5.3. Maintain radio contact with ATC until the completion of all drops. Advise ATC on 294.7, or coordinated DZ frequency, when closing Dover Short DZ and that all SATBs or personnel have been accounted for.
- 3.6. DZ light kits, DZ panel, DZ Zone Marker (if available), and any other required DZ equipment should be installed and operational for the entire block period of drops. (Note: DZ lights can be adjusted on/off, to conserve battery life).
- 3.7. DZC/Aircraft Coordination procedures:
 - 3.7.1. DZC will advise aircraft of surface winds NLT 6 minutes prior to TOT if not received from tower.
 - 3.7.1.1. DZC will transmit winds once contact is made.
 - 3.7.1.2. If no contact, transmit in the blind at 7 and 3 minutes prior to TOT.
 - 3.7.2. Aircraft must receive DZC approval prior to dropping.
 - 3.7.2.1. DZC will clear the aircraft to drop NLT 1 minute prior to TOT.
 - 3.7.2.2. By one minute prior to drop, if the aircrew does not hear a radio transmission by the DZC, a no-drop will be executed.
 - 3.7.3. DZC will call “NO-DROP” 3 times on the primary DZ frequency 135.15 or 283.75. The Aircraft Commander will call ATC on 294.7 and notify them of the “NO DROP” and intentions.
- 3.8. DZCs will report to Dover Tower on 294.7 the FOD condition of the runways and taxiways after completion of each drop. DZCs will ensure runways and taxiways are clear of SATBs or personnel before runway operations resume.
 - 3.8.1. All SATBs and will be accounted for prior to opening runways or taxiways for aircraft use.
 - 3.8.2. Any SATBs that land on or near active runways will be retrieved immediately after the drop by DZC.

- 3.8.3. DZC will have the equipment (industrial broom) to clean any sand debris from the runway or taxiway if an SATB breaks open. The DZC will also advise Tower to contact Base Operations and dispatch a vehicle to assist in reopening the runway or taxiway.
- 3.9. The DZC will maintain contact with the medical coverage team until the completion of all personnel airdrops.
- 3.10. The following procedures will be accomplished if any personnel are injured on the drop zone.
- 3.10.1. The DZC will immediately inform the medical coverage team.
- 3.10.2. The DZC will call inform the aircraft that all remaining airdrops are cancelled due to the injury.
- 3.10.3. The DZC will inform tower of the injury and that the airdrops are cancelled, tower will notify safety.
- 3.10.3.1. The DZC will inform tower when all personnel and medical teams are clear of the DZ and runways.

4. Drop Zone Procedures.

- 4.1. Dover Short DZ fly-over heading will be 306 TC (317 MC).
- 4.2. Due to current location of the Ground Controlled Approach 2000 (GCA 2000) antenna, located 2,000 ft at 317 degrees from personnel point of impact (PI), usable drop zone length is restricted to 400 yards from the personnel PI. This restriction includes the 200 yard safety distance required for peacetime drops. This restriction can be modified upon removal or relocation of the GCA 2000.
- 4.3. Surface winds for SATB drops on Dover Short DZ will be IAW AFI 13-217. 436 OSS/OSK may limit the winds below 25 knots for training purposes when necessary.
- 4.4. Aircraft commanders and navigators must coordinate with 436 OSS/OSK prior to dropping on Dover Short DZ.
- 4.5. SATBs will be marked IAW AFI 11-2C-5V3 and two chemical lights will be attached for night drops with 550 cord on each side of the SATB so that they hang no lower than 3 inches from the top of the chemical light to the bottom of the SATB.
- 4.6. During airdrop operations, the Aircraft Commander will:
- 4.6.1. Advise Dover Ground Control prior to taxi-out of: the controlled departure time, intended TOT at Dover Short DZ (Tower will deconflict control departure times IAW with priorities in paragraph 2.5.1.), drop altitude, IP radial/DME, and frequency requesting: 294.7 for the drop (see paragraph 5.2.).
- 4.6.2. At IP request clearance into Dover AFB Class D airspace or surface area. Advise ATC on egress intentions (e.g. altitude on egress and direction of flight).
- 4.6.3. Be prepared to discontinue the run-in at any point up to the 1 minute advisory (a point approximately 2.5 NM from DZ point of impact) should Dover tower direct a "breakout".
- 4.6.4. When directed by tower to execute a "go around," the aircraft will continue straight ahead to the drop zone at an altitude specified by the tower. The aircraft will fly the published DZ escape procedures unless otherwise directed by ATC.

- 4.6.5. When directed by tower to execute a “breakout,” the aircraft will follow instructions provided by tower.
- 4.6.6. If ATC directs a climb or descent after slowdown and the aircraft cannot recover for drop configuration (airspeed, altitude, heading, etc.), the Aircraft Commander will announce a “NO DROP” with ATC and Dover Short DZ.
- 4.7. Avoid overflight of local restricted and noise sensitive areas listed in AFI 11-2C-5V3.
- 4.8. Aircraft conducting airdrop operations shall not drop at Dover Short DZ unless radio contact is established and maintained with the Dover Short DZC for the entire operation. (Note: The DZC may request tower to relay calls to the aircraft).
- 4.9. All aircraft will use the following Drop Zone escape procedures:
- 4.9.1. Fly runway heading until reaching 0.8 DME off the Dover TACAN.
 - 4.9.2. At 0.8 DME, turn right heading 350 true course climbing to 1800 MSL.
 - 4.9.3. When clear of the town of Little Creek, turn right heading 130 true course and proceed outbound.
 - 4.9.4. Do not overfly the city of Dover.
- 4.10. The following procedures will be used when Dover Short DZ is used during airshows.
- 4.10.1. User will accept full responsibility for damage to airfield equipment, injuries to personnel, and placement of ground safety recovery crews, due to existing hazards.
 - 4.10.2. Host unit is responsible for damage or injury to static display aircraft or spectators and for full compliance with appropriate Air Force instructions on aerial demonstrations.
 - 4.10.3. Due to paralleling base, static display, spectators, recommend no-drop when CARP fall south of DZ centerline.
 - 4.10.4. IAW AFI 11-209, para 7.6.2., there is a one thousand foot spectator distance minimum from the intended point or DZ.

5. Communications.

- 5.1. The primary frequency 135.15 and secondary frequency 283.75 are for Dover Short DZ. DZC will pass strike reports on these frequencies. Aircraft should limit conversations with the DZ to these frequencies only.
- 5.2. Aircraft will use frequency 294.7 for Dover Tower as primary air traffic control for airdrop.

6. Waivers.

- 6.1. All waivers will be submitted to 436 OSS/OSK (Weapons and Tactics Flight) for coordination.
- 6.2. Waiver authority is 436 AW/CC or the designated representative.

7. Contact Phone Numbers.

436 OSS/OSO (Current Operations Flight)-3425

3 AS/DOQ (SOC Desk)-3555

9 AS/DOQ (SOC Desk)-3600

436 OSS/OSK (Weapons and Tactics Flight)-6838

436 AW/CP (Command Post)-4201

436 OSS/OSAA (Base Operations)-2861

436 OSS/OSA (Airfield Operations)-3260

436 OSS/OSAR (RAPCON)-3270

436 OSS/OSAT (Control Tower)-3020 (Only use this number during DZ use)

436 SFS/SFO (Security Forces)-6107/5137

436 MDG (Ambulance Response Team)-2604

436 AW/SE (Safety)-2842

436 AW/CPO (Aircraft Maintenance Senior Coordinator)-5435/6

Archer Two Maintenance Vehicle-cell 270-6333

436 CS/SCML (Communications Squadron)-6146

S. TACO GILBERT III, Colonel, USAF
Commander